

GOALBITSTM

Change your life using goal-based habits.



Barney Matthews



FORWARD

"We are what we repeatedly do. Excellence then is not an act but a habit." Aristotle.

Take a look at yourself...

Are you as fit as you would like to be?

Are you running the business you always dreamed of?

Are you the person you want to be?

However you answered those questions, I can tell you why.
It's because of what you do day in and day out. It's because
of your habits.

If you want to be fit, you must exercise more than one time.
You must exercise every day.

If you want to start a business, you must work on it more than
one time. You must work on it every day.

If you want to become a better person, you must focus on it
more than one time. You must focus on it every day.

You can only make sustainable changes in your life if you work at it every day.

This ebook describes the one common thread I have seen in all successful people, no matter what they are trying to achieve. It applies to people who have been successful in losing weight, to people who have become successful athletes, and people who have built successful businesses and accumulated large amounts of wealth. They all had goals and they all had daily habits that helped them achieve their goals. They all had 'goalbits'.

This ebook explains the concept of goalbits and how anyone can use them to achieve their goals. If you follow these steps and if you persevere you can be successful in achieving your goals.

Barney Matthews. October 2014.



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"THE FORTUNE TELLER"

There was once a young man who contemplated his life a lot. He was always wondering if he was going to be successful. Was he going to be rich? Would he make something of his life? Over the years, he asked everyone he knew "do you think I am going to have a successful life?"

Everyone he asked replied "I can't answer that for you."

Still he wanted to know the answer to his question. After many years of not getting the answer, he made the decision to go see a Fortune Teller. He didn't particularly believe in Fortune Tellers, but he didn't know what else to do. He needed to know the answer to his question. So he found a Fortune Teller in his town and arranged to go see her.

The day of the appointment arrived and he went to see the Fortune Teller at her place of business. He entered the small, non-descript building, and there sitting in a comfortable chair was the Fortune Teller.

"You must be the young man I spoke to earlier this week. What can I do for you?" asked the Fortune Teller kindly.

"I hope you can help. I want to know about my life. I want to know, am I going to be successful in life? Can you help me?" replied the boy.

"I can, with certainty" responded the Fortune Teller.

"Tell me what you do every day" continued the Fortune Teller.

"Aren't you supposed to look in a crystal ball or consult the cards" asked the young man puzzled.

"Answer my question and I will tell you how your life will turn out" responded the Fortune Teller.

Reluctantly the boy tells her. "I usually wake up late, I go to school, I come home, I quickly do my homework, I play computer games, I watch TV and then I go to bed."

"You will be poor in wealth and poor in health" said the Fortune Teller.

"That's terrible" said the young man "I'm doomed."

"You are not doomed" said the Fortune Teller.

"I don't understand" said the young man, "you said you can tell what my life will be like with certainty."

"I can" said the Fortune Teller. "However, you can change your future at any time."

"How do I change my future? Can you tell me how?" said the young man.

"Daily deeds determine destiny's" said the Fortune Teller,
"Daily deeds determine destiny's. What you do every day will become your destiny. If you change your daily deeds, you will change your destiny. You need to change your daily deeds, you need to change your habits."

"How do I do that?" asked the young man.

"First you need to decide how you want your life to be, and then you need to create habits to help you get you there"

explained the Fortune Teller.

"So, I am in control of how my life will end up" said the young man. "If I decide how I want my life to end up, I can make it happen."

"This is true. Your daily deeds determine your destiny and you determine your daily deeds. Now you know the answer to the question you have always wanted to know was within you the whole time. Farewell young man. I wish you a good and successful life" said the Fortune Teller.



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INTRODUCTION

"First we make our habits, then our habits make us."

John Dryden.

Studies have shown that up to 50% of what we do every day is not conscious decision, but instead habit. Think about that, half of everything you do, you do 'automatically'. Imagine what would happen if you create the right habits. You could make progress in whatever area you want without even really thinking about it.

This is where goalbits™ come in. A goalbit is a goal-based habit. A goalbit is a habit you build with a specific goal in mind. Let me say that again, because this is important -

A goalbit is a goal-based habit.

Habits in general can either be good or bad. For example taking the dog for a walk every night after dinner or eating a large bag of chips while you watch TV every night. These are routines you just happen to have developed the habit of doing. If you think about what you do on a daily basis, I'm sure you can identify habits that are good for you and habits that

are bad for you. You most likely didn't consciously develop these habits though, they just formed. Some of them happen to be good and some of them happen to be bad.

A habit that you consciously form with the aim of helping you achieve a specific goal is a goalbit. This is the difference between a habit and a goalbit, a goalbit is a habit with a specific purpose.

Goalbits work for several reasons. First and foremost they are habitual so you do them every day, day in and day out. They break larger goals into smaller bits that you do repeatedly. These smaller bits accumulate over time to contribute to your larger goal. They work because you start small and build them up over time.

Goalbits also work because they are also purposeful. You have to do the right things day after day. If you have a goal of running a marathon, reading books on marathon running every day won't help much. You have to get out of your chair and practice. Goalbits work because you are doing the right things on a daily basis.

Last, but by no means least, the goal behind your goalbit gives you a reason to stick to your habit. If you have a “why” you are far more likely to persevere and stick with your goalbit until it makes sustainable and noticeable change in your life.

The whole goalbit gives you everything you need to be successful with it. The goal behind your goalbit gives you a “what”, a reason for doing your goalbit. The goal behind your goalbit also gives you a “why”, a reason to persevere towards your goal. The habit in your goalbit gives you the “how” you are going to achieve your goal.



GOALS

"If you don't know where you are going, any road will get you there." Lewis Carroll.

The first step in creating a goalbit is to have a goal. You need something specific to be working towards, a specific improvement you want to make in your life.

Most people have an idea of what they want, they just have trouble getting there. A typical example is people often say "I want to get fit." This isn't really a goal, it's a vague wish. If you want to make progress in life you need a definite goal.

Goals should be short, specific and scheduled.

Your goal must be short. Having a short goal has been proven to increase chances of success because it is easier to remember. Make it a goal you can fit on a sticky note.

Make your goal specific. Vague goals are impossible to achieve because you don't really know what it is you are trying to do.

Have a schedule, a deadline, for your completing goal.

Knowing when you want to have achieved your goal by gives you a sense of urgency and is an antidote to procrastination.

If you have multiple goals pick the one you most want to do in each area of your life. It is important to have just one goal in each area of your life at a time. There is an old saying – “If you chase two rabbits, you catch neither.”

Note: This is a short introduction to the big topic of goals.

If you have a big goal, like starting a business or obtaining a major qualification, I suggest reading my book “DONE” where I talk about goals in more depth. You can find more information on my website www.barney.me.

For the purposes of goalbits you just need a short, specific and scheduled goal. The goal is very important however because it gives you a reason for doing what you are doing. It gives your habit a purpose. Having a purpose will help you persist.

Using the example of a person wanting to get fit, a good goal would be:

EXAMPLE

I will weigh 160lbs by June 1st.



GOALBITS

"Successful people are simply those with successful habits." Brian Tracy.

Once you have your goal, you can create your goalbit. The goalbit is the habit you are going to create to achieve the change or improvement you want to make in your life.

I have identified 3 important criteria for goalbits. Applying these criteria to your goalbits will make them more achievable and give you the very best chance for success.

Goalbits should be small, simple and sustainable.

Goalbits should be small because research has shown that people are more successful in sticking to new habits or goalbits if they start small and build them up over time. Think about it, are you likely to go from never running at all to running 5 miles overnight? Not likely. You are far more likely to go from never running to walking half a mile, to walking a mile quickly, to jogging a mile, to jogging 2 miles and so on. Start small, make that a habit and then grow it over time.

Goalbits should be simple because you want to remove as many obstacles to creating your new goalbit as possible. If you want to eat more healthily, you could weigh out your exact recommended daily allowance servings of vegetables in the morning and package them up for each meal throughout the day or you could just decide to fill half your plate with vegetables. If you go the measuring and packaging route you'd have the added hassle of remembering to take your packages everywhere and remembering to take them home again and having to wash the packages up every night. You stand a far greater chance of sustaining a simple goalbit like just filling half your plate with vegetables.

Goalbits should be sustainable because you want to be able to do this new goalbit everyday, everywhere you go. If your goalbit was to use the stairclimber machine at the gym but you travel for work every other week then you aren't going to be able to sustain this goalbit for very long. It would be better to make your goalbit to workout for 20 minutes a day. You can find a bodyweight workout you can do anywhere or you can use the stairclimber machine when you are able to get to the gym and do something else when you travel.

A good measurement of how your goalbit is written is whether or not you can write it on a sticky note. If you can, you have probably have a good goalbit.

Next, you need to make sure your goalbit has a trigger, something that will cause you to do your goalbit. This is a critical part of a goalbit. You need something to make you do it. This is what makes it "automatic." You don't have to remember to do something at a random time.

A trigger will set off your goalbit and start you doing it. If you have a goalbit but no trigger its like have a car without an ignition, it's like having a light bulb without a light switch. You have all this potential but nothing to set it in action.

Triggers are things like a previous action, a time of day, an alarm or a location. For example flushing the toilet triggers the habit of washing your hands. Or whenever you get notification of a new email you check to see who sent it to you. These are triggers.

Remember, routines like these make up at least 50% of our daily actions every day.

Some examples of triggers are:

- After your shower.
- Making your breakfast.
- Walking in to the bathroom.
- After you brush your teeth.
- After you get dressed.
- When you make your lunch.
- Driving to work.
- Sitting down at your desk.
- After you drink your first coffee.
- When an alarm goes off.
- When a reminder pops up.
- At lunchtime.
- After you have eaten dinner at night.
- At 8.00pm.

Again, using the example of someone who wants to get fit, a good goalbit would be:

EXAMPLE

**I will walk for 30 minutes
every night after dinner.**

You should commit to doing your new goalbit every day for at least 60 days. Research has shown that the average new habit can take up to 60 days to really stick. Easier ones can actually take slightly less time to form but most goalbits can be formed within this 60 day timeframe.

Find a way to record your progress. You could find a habit-tracking app for your smartphone or draw a grid with 30 squares on 2 small pieces of paper (sticky notes work well) and put them up somewhere you will see it every day. Then mark down every day you do your goalbit. The mind doesn't like to see breaks in a pattern so by seeing your growing chain of successful days it will encourage you to keep going. It's also a great motivator to see how many days you have already done. Commit to never missing more than one day in a row.

An example of a chart for the goalbit of walk for 30 minutes after dinner every night would be:

EXAMPLE

I will walk for 30 minutes after dinner every night.

X	X	X	X	X	X	X
X	X	X				

To summarize the whole process of a goalbit:

GOALBIT = GOAL + HABIT + TRIGGER

Remember, the difference between a regular habit and a goalbit is that a goalbit is a goal-based habit, it is purposeful.

The steps to create a goalbit are:

- ✓ Make a short, specific and scheduled goal.
- ✓ Pick a small, simple and sustainable habit to help you reach that goal.
- ✓ Find a trigger for the habit.
- ✓ Record your progress.



PERSEVERANCE

"Perseverance is not a long race; it is many short races one after another." Walter Elliot.

Goalbits take time to work. You may not notice a huge amount of change in the first month. Stick with it! The way people succeed in achieving their goals is by working on them for an extended period of time. When you get to month two or three and look back at where you began and you should start to see noticeable changes.

Remember, the average habit takes 60 days to build. Most people fail not because they weren't capable but because they didn't persevere. They get excited for a short period of time and then give up. The people who succeed are the ones who stick at it every day until they achieve their goal. Give your goalbit time and you will be successful.

If you don't do your goalbit one day it doesn't mean you have failed and you have to give up. You are human, you are fallible, life happens. If you miss a day pick up where you left off the next day. Commit to never missing more than one day in a row. Persevering doesn't mean you are perfect, it means you keep going.

Make sure you continue to track your progress. This is important. It doesn't matter if you use paper or an app, if you can see how many days you have been successful in doing your goalbit for it will motivate you to persevere. This is known as the "Seinfeld method." Your mind also doesn't like to see breaks in a pattern.

Athletes are a good example of people to persevere. If you read the autobiography of a famous athlete you will find two things. First, they always know which race or big championship they are preparing for. It might be a race next month or it might be the Olympics in four years time, but they always have a goal.

Second, they train every single day. They don't wait until a month before the Olympics to start training, they train every day for four years. They make training a specific habit.

To help keep yourself motivated so you can persevere you can post a picture near your goalbit chart that reminds you why you are doing it. Maybe a picture of you when you weighed 20 pounds less, or a photo of your favorite best selling author. Something that reminds you of what you are going to achieve through your goalbit. Remember, the goal behind your habit is what is going to keep you going. Having this reminder,

combined with making it an automatic habit that becomes second nature will help you keep going.

Once your goalbit has become something you are doing every day and you are getting better at it, make it a little bigger.

If your goalbit is to run a mile a day, after the second month maybe you increase that to 2 miles. If your goalbit is to write for 10 minutes a day, extend it to 20 minutes a day. Once you are doing your new, bigger, goalbit every day and getting better at it - make it a little bigger again. Continue with upward spiral until you achieve your goal.

I recommend setting a monthly reminder to evaluate your goalbit progress. On the last day of each month I see how I am doing and either make an existing goalbit a little bigger or I make the choice to start working on a new goalbit on the 1st of the month.



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INSPIRATION

Three common life changes that goalbits can be used for are health, wealth and happiness. If you are looking for some inspiration for your first goalbit, consider one of the following:

Health

- Do jumping jacks or push-ups during commercial breaks on TV.
- Exercise for 15 minutes at 6.30am every day.
- Fill half your plate with vegetables.
- Walk for 20 minutes after dinner every night.
- Drink a small glass of water every hour on the hour.
- Eat (a healthy) breakfast every morning.
- Replace sugary snacks with fruit.
- Eat the healthy foods on your plate first.
- Put half your meal in a doggy bag when eating out.

Wealth

- Have a single, written, financial goal and read it daily.
- Listen to non-fiction audio books and commit to life long learning.
- Spend time networking with people.
- Wake up 3 hours before work starts.
- Watch less than one hour of TV a day.
- Review income and outgoings on a daily basis.
- Adopt a “secret” rich persons lifestyle.
- Automate your finances as much as possible.
- Avoid using credit. Try and save up for it first.
- Develop multiple, diverse, income streams.
- Don’t be cheap. Avoid being penny wise but pound\dollar foolish.
- Do more than is asked of you.

Happiness

- Pick an attitude of gratitude.
- Spent time with positive people.
- Avoid negative inputs (TV news, complainers etc.)
- Meditate.
- Make the choice to be happy.
- Be kind to yourself and other people.
- Compliment people regularly.
- Do some cardio exercise daily.
- Get some sunlight and fresh air.
- Do a good deed for someone.
- Volunteer for your favorite good cause.

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CONCLUSION

"Daily deeds determine destiny's." Fortune Teller.

To recap - Goalbits are habits with a specific purpose.

The difference between a regular habit and a goalbit is that a goalbit is purposeful, it is a goal-based habit.

The steps to create a goalbit are:

- ✓ Make a short, specific and scheduled goal.
- ✓ Pick a small, simple and sustainable habit to help you reach that goal.
- ✓ Find a trigger for the habit.
- ✓ Record your progress.

To recap the whole process of a goalbit:

GOALBIT = GOAL + HABIT + TRIGGER

I hope you have enjoyed learning about goalbits. Now is the time to take action and start on your own goalbits. Don't keep waiting for the time to be right to start. Remember the old

saying "The best time to plant a tree is 20 years ago. The second best time is now." Start now!

If you liked learning about goalbits you can find more of my work on the web at www.barney.me.

Barney Matthews, September 2014.

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